

Little Brownie[®] BAKERS



**Troop User Manual
September 18, 2014**

GSCTX Edits

[https:// eBudde.littlebrownie.com](https://eBudde.littlebrownie.com)

www.gsctx.org

products@gsctx.org

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What's New

1. New security requirements include 4 selectable security questions. See page 8
2. New recommended computer specifications on page 5 for more details.
3. Reports in XLSX format
4. New cookie products
5. Change photo on eBudde™ login page to reflect new packaging
6. New logo/wording for eBudde™ that includes the trademark
7. Send a reminder email to troops starting three days before their booth site sale occurs.
8. Color coding to booth site list on troop level to indicated recorded sales
9. On the transaction tab, the contact information label "Optional" is removed and logged in user information is pre-populated in that box.
10. Girl T-shirt size and goal fields always open for data entry
11. Booth Sale Recorder Button on the Girl Order Tab
12. Service unit contact information on Troop Dashboard
13. Transaction tab screen display movement includes pages and scrolling within the page.

Computer Specifications Information

The eBudde™ system has been tested on a variety of computer types and different web browsers.

Approved web browsers:

IBM Compatible – Microsoft Internet Explorer version 8.0 and higher, Firefox 13.0 and higher, Chrome.

Macintosh – Safari 2.0.4 and higher, and Firefox 13.0 and higher, Chrome.

Approved computer specifications:

Recommended Minimums:

1.0 GHz Pentium 4 - 1GB RAM

Recommended Systems:

1.5 GHz Pentium 4 - 1.5GB RAM

To verify your system specification, go to **Control Panel, System**. The general tab will display your system information.

The eBudde™ system uses Microsoft Excel .xlsx for the printing of the reports. If you have users that do not have the Microsoft Excel program, a report viewer for IBM compatible systems can be downloaded from the following web address:

<http://www.microsoft.com/download/en/details.aspx?displaylang=en&id=10>

The eBudde™ system can also print in Adobe PDF format. To download Adobe Acrobat, use the following web address: <http://get.adobe.com/reader/>

eBudde™ has scheduled time-outs at 2 hours of inactivity. eBudde™ will close out your session, logging you out if you have been inactive in the system for 2 hours.

Effective January 1st, 2015, eBudde™ will be updated to work on Apple iPads and Microsoft Surface devices.

Navigating the System

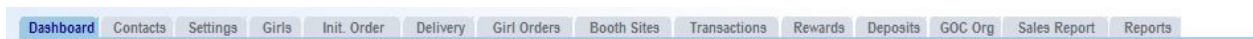
Add More - The “add more” button allows you to enter in additional rows on transaction tab product transaction form. You can activate this button by pressing the spacebar or clicking on it.



Enter Key – The enter key is used to complete a row on a page. It can also be used to complete a page when the page has only one button available on the page.

OK – The “OK” button completes a row on a page. This button tells eBudde™ you are done with the data entry on the row.

Tabs – The tabs available on the page allow you to add, change, delete or view information. These tabs are specific to the user access level. Council users see the council tabs, areas see the area tabs, service units see the service unit tabs, and troops see the troop tabs. Below is an example of the tabs. To select a tab, click anywhere on the tab.



Tab Key – The tab key is used to move from one box of information to another on all screens.

System Access

Every season, current users will be reset to a council default password. Your council will notify you of this password. In addition, this season you will be required to answer four security questions upon login.

If you are a brand new user to eBudde™, you will be notified by your council or by email of your password. If you are notified by an eBudde™ email, the following information will be in the email:

- Web Address - <https://eBudde.littlebrownie.com>
- Email Address
- Temporary Password

We recommend you add <https://eBudde.littlebrownie.com> to your **Favorites** for easier access.

**Welcome to eBudde™ Sb 5.5.44 with new features and functions
to make the 2014-15 Cookie Sale Season a success.**



The image shows the eBudde Member Log In screen. At the top left is the eBudde logo, and to its right is the text "Member Log In". Below this, there are two input fields: "eMail Address:" and "Password:". A green "Log On" button is positioned below the password field.

- Your username (email address) and password designate your level of access to eBudde™.
- If you have not been given a username and password please contact your council or volunteer product sales manager.
- If you are an existing user and wish to update your contact info or change your email address and/or password please fill in the boxes above and [click here](#).
- If you have forgotten your password, fill in the email field and [click here](#).



eBudde™ is provided as a service by Little Brownie Bakers™ and is intended for the sole use of their clients and staff. Please read the [End User License](#) for any questions regarding the use of eBudde™. You may also view our [Privacy Policy](#).

The login screen consists of four parts:

- Login information

- Updating contact information
- Forgotten password
- End User License and Privacy Policy

Login Information

NOTE: All eBudde™ users will be considered new users and have a new temporary password. Contact your council for further information.

Users who have already logged in previously this season will enter in their email address and **personal** password. Click the **Login** button or press enter to complete your login information. The system will then access your council's information.

New users will enter in their email address and **temporary** password sent to you in the email from the system or by your council. Click the **Log On** button or press enter to complete your login information. The system will then direct you to the **Contact Information Page**. Once you have completed the contact information page, you will be given access to the system.

New Security Requirements

Temporary passwords only good for 24 hours.

The password requirements are as follows:

- Must be 8 characters long
- Must have at least one capital letter
- Must have at least one non-alphabetic character

There will be a strength meter to help create a strong password.

You will be required to answer four security questions.

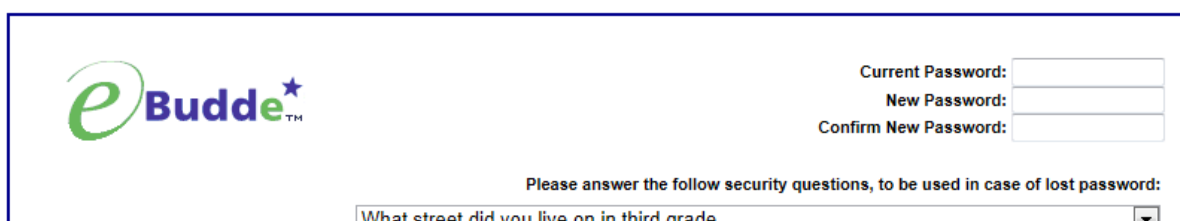
Login attempt rules are as follows:

- Limit to five consecutive bad login attempts
- Account disabled for 10 minutes

Security questions:

- You can select your security questions from a drop down list
- You cannot use the same question more than once.

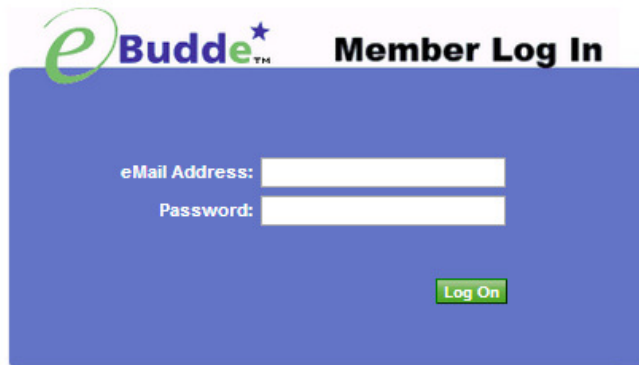
Contact Information Page



The screenshot shows the eBudde login interface. On the left is the eBudde logo. On the right, there are three input fields for 'Current Password:', 'New Password:', and 'Confirm New Password:'. Below these fields, a text prompt reads 'Please answer the follow security questions, to be used in case of lost password:'. Under this prompt, a dropdown menu is visible with the text 'What street did you live on in third grade'.

Current users – This form is available to make changes to your password, email address, security questions and personal information. To access this page click on the link provided on the login page.

Welcome to eBudde™ Sb 5.5.44 with new features and functions to make the 2014-15 Cookie Sale Season a success.



The image shows a screenshot of the eBudde Member Log In page. At the top left is the eBudde logo, which consists of a green 'e' followed by 'Budde' in blue with a star. To the right of the logo is the text 'Member Log In'. Below this, there is a blue rectangular box containing two white input fields. The first field is labeled 'eMail Address:' and the second is labeled 'Password:'. Below these fields is a green button with the text 'Log On' in white. A green arrow points from the top left of the page towards the 'eMail Address' field.

- Your username (email address) and password designate your level of access to eBudde™.
- If you have not been given a username and password please contact your council or volunteer product sales manager.
- If you are an existing user and wish to update your contact info or change your email address and/or password please fill in the boxes above and [click here](#).
- If you have forgotten your password, fill in the email field and [click here](#).



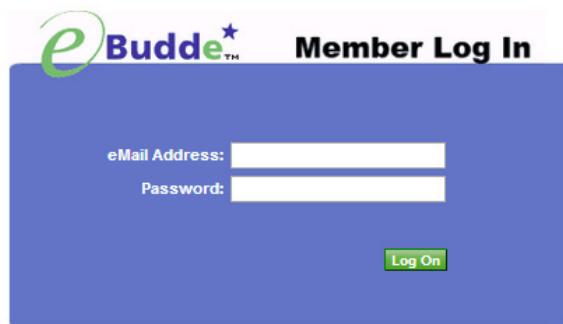
eBudde™ is provided as a service by Little Brownie Bakers™ and is intended for the sole use of their clients and staff. Please read the [End User License](#) for any questions regarding the use of eBudde™. You may also view our [Privacy Policy](#).

New users – You will be required to fill out this form the first time you try to access the eBudde™ system. **You must change your password to something other than the temporary password.** All the information on this form is mandatory. Once you have entered in all the information, click the **Submit** button or press **Enter**. You will then enter the eBudde™ system.

Forgotten Password

A forgotten password does not require a phone call!

Welcome to eBudde™ Sb 5.5.44 with new features and functions to make the 2014-15 Cookie Sale Season a success.



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- Your username (email address) and password designate your level of access to eBudde™.
- If you have not been given a username and password please contact your council or volunteer product sales manager.
- If you are an existing user and wish to update your contact info or change your email address and/or password please fill in the boxes above and [click here](#).
- If you have forgotten your password, fill in the email field and [click here](#).



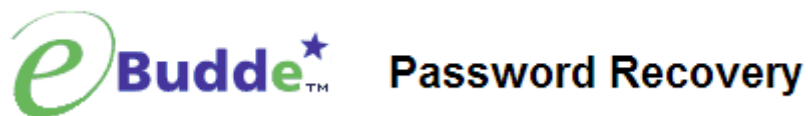
eBudde™ is provided as a service by Little Brownie Bakers™ and is intended for the sole use of their clients and staff. Please read the [End User License](#) for any questions regarding the use of eBudde™. You may also view our [Privacy Policy](#).

Users can now reset their own passwords. Click the link **click here** under the fourth bullet point.

eBudde™ will offer you two ways to reset your password. You either can have a temporary password sent to you or you can answer your security questions to reset your password.

To get a temporary password emailed to you, click the **Submit** button next to option 1.

To use the security question option, click the **Get Questions** next to the email address. Answer the two security questions, enter in a password in the password box and re-enter the same password in the confirm password box. Click the **Submit** button. eBudde™ will tell you that your password is now changed. Click the **Back to Login Page** to login with this password.

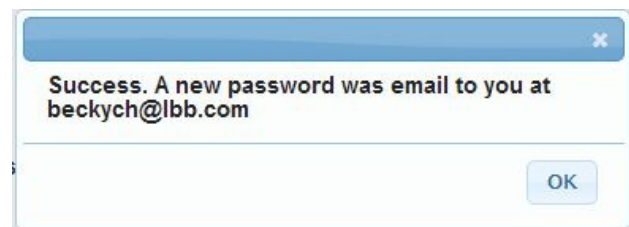


You have two options to recover a lost password:

Enter your email address, and a your password will be set to a temporary password and emailed to you:

Email:

OR



Enter your email address, and click to load your security question. Then answer the questions, and select a new password:

Email:

Question #1?
Question #2?

Password:

Confirm Password:

[Back To Login Page](#)

Menu Bar



The Menu Bar provides additional support for you in eBudde™.

Home - Returns you to the dashboard page

Manuals – This provides a manual or a customized council manual in Adobe Acrobat PDF format

LittleBrownie.com – This provides a link for you to go to the Little Brownie website that has additional resources.

Cookie Club – This provides a link for you to go to the Little Brownie Cookie Club website where your girls can track cookie sales, send eCard promises and maintain their contact list.

Log Out – This allows you to log out of the system.




The **Hide Navigation** feature allows you to hide the display of the navigation tree. Click the arrow to toggle this feature on and off. This can be helpful if the form on the right that you are trying to fill out goes off the screen. It will move all the information over to the left.

Troop (6073) Dashboard

[Dashboard](#) |
 [Contacts](#) |
 [Settings](#) |
 [Girls](#) |
 [Init. Order](#) |
 [Delivery](#) |
 [Girl Orders](#) |
 [Booth Sales](#) |
 [Transactions](#) |
 [Rewards](#) |
 [Deposits](#) |
 [GOC Org](#) |
 [Sales Report](#) |
 [Reports](#)

Messages: Important Things You Need To Know



[Print Dashboard](#)

August 2014						
S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Troop Checklist

- ◆ Settings and Contacts
- √ Enter Girl Names
- √ Submit Initial Cookie Order
- √ Select a Delivery Time
- Submit Initial Reward Order
- ◆ Signup for Booth Sales
- ◆ Credit Girls With Cookies
- ◆ Enter / Verify Transactions
- Submit Final Reward Order
- ◆ Enter Deposits
- ◆ Print & Submit Sales Report
- ◆ Recommended activity

Upcoming Booth Sales

Walmart on 03/05 @ 3:00pm

SU contacts

First N.	Last N.	Email
Becky	Harrigan	su673bd@lbb.com
Cindy	Wright	succ673bd@lbb.com

Troop Tabs

eBudde™ provides a variety of features for troops to track their cookie sale information. Your council will specify which features you will need to use. Some screens may look a little different as your council can tailor eBudde™ to meet your needs. In addition, some tabs may not be available to you as well.

Dashboard Contacts Settings Girls Init. Order Delivery Girl Orders Booth Sites Transactions Rewards Deposits GOC Org Sales Report Reports

Dashboard – Default screen that shows important messages, calendar, checklist and dates

Contacts – Allows you to edit your contact information. This includes name, address and phone number. This **DOES NOT** include changing the email address. That must be done from the login screen.

Settings – This allows you to change the number of girls selling, registered, program age level, rewards option, banking information as specified by your council. You can also add additional troop contacts.

Girls – This allows you to enter girl names, grade, id and goal information

Init. Order – This option is for entering your troop initial cookie order

Delivery – This option is for selection of delivery site (if applicable) and a printout of cookies order, delivery site, and pick-up time (if applicable)

Girl Orders - Track girl initial, booth and additional orders and payments

Booth Sales – (Optional) This option allows you to select council booth sale sites and/or request a troop booth sale site.

Transactions – List all cookie transactions, initial order, cupboard pickups, and troop-to-troop transactions.

Rewards – Troop reward ordering

Deposits – Troop deposit recording

GOC Org. – (Optional) This option allows you to record troop donation organizations.

Sales Report – Recap of all troop information. Initial order, additional cookies, troop profit, deposits and submitting total Gift of Caring numbers (if applicable)

Reports – Two reports available for troops. Cupboard listing and delivery site listing.

Dashboard Tab

The dashboard tab is the screen you will see every time you log into eBudde™. You can print the information on the tab if needed for reference. It will show you any important messages from your council and/or your service unit.


It also shows you your starting dates and deadline dates. These dates are important because they inform you of when you can start doing data entry and when you need to complete certain functions in the system. In addition, your council can add their own dates to the system.

On the dashboard there is a troop checklist for tracking your activity. This will include the standard eBudde™ items and council-specific items. Some of the items will be checked off and some items are recommended activity. The checklist may vary depending on your council setup. Items that will be checked off include entering girls, cookie initial order, choosing a delivery station/time (if applicable), reward initial order (if applicable), and reward final order.

Your troop's upcoming Booth sales will display on the dashboard. **The service unit contacts will list on the dashboard**

Troop (6073) Dashboard

[Dashboard](#) [Contacts](#) [Settings](#) [Girls](#) [Init. Order](#) [Delivery](#) [Girl Orders](#) [Booth Sites](#) [Transactions](#) [Rewards](#) [Deposits](#)

Messages: Important Things You Need To Know

[Print Dashboard](#)

Troop Checklist

- ◆ Settings and Contacts
 - ✓ Enter Girl Names
 - ✓ Submit Initial Cookie Order
 - Choose a Delivery Station
 - Submit Initial Reward Order
- ◆ Signup for Booth Sales
- ◆ Credit Girls With Cookies
- ◆ Enter / Verify Transactions
- Submit Final Reward Order
- ◆ Enter Deposits
- ◆ Print & Submit Sales Report

◆ Recommended activity

Upcoming Booth Sales

Walmart on 03/05 @ 3:00pm

SU contacts

First N.	Last N.	Email
Becky	Harrigan	su673bd@lbb.com
Cindy	Wright	succ673bd@lbb.com

July 2014						
S	M	T	W	T	F	S
29	30	1Troop Delivery Conf avail. Troop Order avail. Troop Final Reward avail. Troop Settings avail. Girl Tab avail.	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Contacts Tab

The Contacts tab allows you to change your contact information.

► Show Navigation

Troop 6073 Contact Information

Dashboard **Contacts** Settings Girls Init. Order Delivery Girl Orders Booth Sites Transactions Rewards Deposits GOC Org Sales Report Reports

Contacts

Juliette Low
1223 Any Street
San Diego, CA 92105

Troop Leader
t6073@lbb.com

Phone: 555-555-5555

Cell: 555-555-5555

Gets email **Active**

Edit

To edit your contact information, click **Edit** below your name. You can edit your information and also change your password by entering in your current password and your new password. You can also update your security questions. You then click **Submit**.

Becky Harrigan Contact Information

First name:

Last name:

Address:

Address2:

City: State: Zip:

Home phone#: (opt)

Cell phone#: (opt)

Receives email: ☒ Active: ☒

Log in: beckytest@lbb.com

Change Password

Current Password:

New Password:

Confirm New Password:

Please answer the follow security questions, to be used in case of lost password

What street did you live on in third grade ?

What is your mother's maiden name ?

What city were you born in ?

What elementary school did you attend ?

You can change all information displayed except for your email address. You can change your email by logging out and at the login screen click the link to update your information.

Once you have made your changes, click **Submit** to save the information. Click **Cancel** to leave this screen without saving the information.

You can update a user's address and phone number information. Update the information and click the **Submit** button. If you do not want to make the changes, click the **Cancel** button.

If you have access to other's contact information, you will not be able to update password information or security information but you can reset their password.

You can give them a temporary password that is good for only 24 hours. If the user does not log in within the 24 hour period, you will need to assign the user another temporary password.

Becky Harrigan
Contact Information

First name: Home phone#: (opt)

Last name: Cell phone#: (opt)

Address: Receives email: ☒ Active: ☒

Address2: Log in: trp@lbb.com

City: State: Zip:

Change Password To a 24-Hour Temporary One

New Password:

Confirm New Password:

Submit **Cancel**

Enter the password in the new password box and then enter it again in the confirm new password box. Click the **Submit** button. eBudde will send the user an email with the temporary password information informing the user that the must log in within 24 hours.

If you do not want to create a temporary password, click the **Cancel** button.

Settings Tab

The Settings tab allows you to change your troop information. The troop is set up by the service unit or council staff. However, at the time of setup, information may not be available such as girls registered, girls selling, reward option, banking, etc. This tab allows you to update your information. You can also add additional troop contacts or delete troop contacts using this tab.

Settings for: Troop 6073

Dashboard Contacts **Settings** Girls Init. Order Delivery Girl Orders Booth Sites Transactions Rewards Deposits GOC Org Sales Report Reports

Settings

Number: 6073	#Girls Registered:
#Girls Selling:	Troop Goal (pkgs): 1000
Level: Cadette	Opt out of rewards for additional profit: no <small>You will receive rewards.</small>
Bank Name:	Bank Routing No:
Bank Account No:	

Generic Proceeds Fulfillment

Early Registration (0.010): ☐

Data Points From the 2012-13 Pre Sale

Initial Order Pkgs: Unknown	Addl Order Pkgs: Unknown
Girls Selling: Unknown	Girls Registered: Unknown
Troop Goal Pkgs: Unknown	
Troop CBGOC Pkgs:	Troop CCGOC Pkgs:

Troop Leaders

rp6073add@lbb.com	(Becky Harrigan)	Gets email	Active
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Banking information is not required for the GSCTX ebudde site.

Click the **Edit Settings** button to make changes.

Add/Edit Troop in: Troop 6073

Dashboard Contacts **Settings** Girls Init. Order Delivery Girl Orders Booth Sites Transactions Rewards Deposits GOC Org Sales Report Reports

Settings

★ Number:

★ Girls Selling:

Level:

★ Bank name:

★ Bank Account No:

★ #Girls Registered:

Troop Goal (pkgs):

★ Opt out of rewards for additional profit: ☐

★ Bank routing number:

You will receive rewards.

Generic Proceeds Fulfillment

★ Early Registration (0.010): ☐

Data Points From the 2012-13 Pre Sale

Initial Order Pkgs:

Add Order Pkgs:

Girls Selling:

Girls Registered:

Troop Goal Pkgs:

Troop CCGOC Pkgs:

Troop Leaders

trp6073bd@lbb.com ()
☐ Remove?

Add a new troop leader

E-mail:

First name: Last name:

☒ Active?

☒ Receives email?

☐ Primary?

☐ Add to all seasons?

Troop Cookie Chairs

Add a new troop cookie chair

E-mail:

First name: Last name:

☒ Active?

☒ Receives email?

☐ Primary?

☐ Add to all seasons?

Troop View Only Users

Add a new troop view only user

E-mail:

First name: Last name:

☒ Active?

☒ Receives email?

☐ Primary?

☐ Add to all seasons?

Starred boxes may not be available for data entry at council discretion

Girls Registered – Enter the number of girls registered in the troop. May be automatically filled in by number of girls registered on the girl tab.

Girls Selling – Enter the number of girls selling in the troop. May be automatically filled in by number of girls selling 1 box or more on the girl order tab.

Troop Goal (pkgs) – Enter the troop goal in packages

Level – Select the appropriate program age level

Opt out of rewards for additional profit – (Optional) Mark the box if the troop has selected to receive additional monetary troop proceeds in lieu of rewards.

Bank Name – (Optional) Name of bank where troop has it's account

Bank Routing No. – (Optional) Bank routing number where troop has it's account

Bank Acct No. – (Optional) Troop bank account number.

Generic Proceeds – A council may have council-specific proceeds that troops are eligible for.

Data Points from the Previous Year - This is information from last year's cookie sales. Your council may already have this information for you.

Contact information – You can add several different types of troop level users. Leaders, Cookie Chairs and View Only. Leaders and Cookie Chairs have full access to the troop. View Only can only see the information. You can also delete troop users.

Remove? – You can remove users by clicking the remove? Box next to the email and name. **NOTE: Do not remove yourself or you will not be able to get back into the system.**

Email: – Enter the email address of a new troop contact under the appropriate header

Active – If you enter a new troop contact, mark if you want this user to access the computer web-based software system. Uncheck the box if you do not want this user to access the computer web-based software system.

First name: (Optional) – You can enter in the contact's first name. The contact person once they log in can enter it as well..

Last name: (Optional) – You can enter in the contact's last name. The contact person once they log in can enter it as well..

Receives email – If you enter a new troop contact, mark if you want this user to receive order confirmation emails. Uncheck the box if you do not want this contact to receive order confirmation emails.

Primary? – You may designate a contact as the primary contact in the category. This designation will allow eBudde™ to send primary contact specific emails from council and will be the contact that appear on some of the updated reports.

Add to all seasons? – Allows you to give the contact access to the troop records for previous seasons.

Click the **Update** button to save your information. Click the **Cancel** button if you want to leave this screen and not save your changes.

Special Troop Contacts

There are two troop contacts that may be available, Troop Cookie Pickup Only Users and Troop Booth Sale Recorder Only Users.

If your council uses the Cupboard Keeper mobile app, you may specify additional cookie-pickup people know as Troop Cookie Pickup Only Users. For example, if you have a parent picking up cookies for you and your council uses the Cupboard Keeper mobile app, you will need to add this person's email in eBudde™. This user does not have access to anything in eBudde™ except updating their own contact information. Their email and password will be used by the Cupboard Keeper mobile app to verify that they are allowed to pick up cookies at the cupboard.

NOTE: As a troop leader or troop cookie chair, you are able to pick up cookies. DO NOT add yourself as a troop pickup person or you will LOSE ACCESS to the other tabs in eBudde™.

Troop Cookie Pickup Only Users ?

Troop Leaders and Cookie Chairs should NOT add yourselves to this user type.
This user can ONLY sign for cookies received at a cupboard.

----- Add a new troop cookie pickup only user -----

E-mail:

☒ Active?

First name: Last name:

☒ Receives email?

☐ Primary?

Girls Tab

The girl tab allows you to enter in the names of the girls in your troop. You can add girls, delete girls and change their information. Girls **cannot be deleted** after the troop has submitted their initial cookie order.

Troop 6073 Girls

Dashboard | Contacts | Settings | **Girls** | Init. Order | Delivery | Girl Orders | Booth Sites | Transactions | Rewards | Deposits | GOC Org | Sales Report | Reports

[Update](#) [Printable](#)

First Name	Last Name	GSUSA Id	Grade	Cookie Club Login	Reg'd?	Shirt Size	Sales Goal	Delete?
Anna	Murray	2	7		<input checked="" type="checkbox"/>	YL/AS		
Becky	Harrigan	1	6		<input checked="" type="checkbox"/>	YM	2	
Cindy	Wright	5	6		<input checked="" type="checkbox"/>	YM		
Denise	Mitchell	4	9		<input checked="" type="checkbox"/>	AXL		
Shameeka	Patterson	3	8		<input checked="" type="checkbox"/>	YXS		
					<input type="checkbox"/>			
					<input type="checkbox"/>			
					<input type="checkbox"/>			

Add Girl Information

To add girls, enter in the information. You can use the **TAB** key to move between the boxes.

First Name – Enter the girl's first name

Last Name – Enter the girl's last name

GSUSA ID - Enter the girl's GSUSA ID – **Girls must have GSUSA ID to sell**

GSUSA ID is available on eBiz :

<https://gsusa.ebiz.uapps.net/vp/Default.aspx?pid=64>

Troop Rosters contain girls GSUSA ID

Girls must be registered to sell cookies

Grade – Enter the girl's grade K - 12

Cookie Club Login – (Optional) Enter the girl's cookie club login.

Reg'd? – If the girl is registered, check the box

Sales Goal – Enter the girl sales goal in boxes.

Click the **Update** button to save the information.

Edit Girl Information

Change the girl information. Click the **Update** button to save the information.

Delete Girl from Troop

Click the box under the column labeled **Delete?** next to the name of the girl you want to delete. The girl **CANNOT** be deleted after the troop has submitted their initial order.

Init. Order Tab


The Init. Order tab is used to enter the troop initial cookie order.

There are two methods for troop ordering. You will be directed by your council as to the method you are to use. The initial order can be in cases or packages as directed by your council. **NOTE: If your council participates in a Gift of Caring program or something similar, you will see an additional variety column labeled appropriately.**

Ordering with Booth and Girl Totals

Click on the initial order tab located on the right side of your screen.

[illegible]



If so designated by your council, you can also enter the troop's booth order. Click on the word **BOOTH**. The system will highlight the line. Click in the first input box at the bottom of the page, the line will highlight. **NOTE: GOC column(s) is not available for booth sales.** Tab through the boxes and enter your cookie quantities. The system will show you the total. Verify the total and press enter or click the **OK** button. The system will move the numbers to the **BOOTH** line.

Troop 6330 Initial Order ?

[Dashboard](#) | [Contacts](#) | [Settings](#) | [Girls](#) | **[Init. Order](#)** | [Delivery](#) | [Booth Sites](#) | [Transactions](#) | [Rewards](#) | [Deposits](#) | [GOC Org](#) | [Sales Report](#) | [Reports](#)

[Printable Version](#)

[Submit Order](#) [Save](#)

Save as often as you like but Submit to your SU only Once!

	SvSm	Tre	D-S-D	Sam	RRR	Tags	TMint	Total
OTHER	1	2	3	4	5	6	7	28
BOTH	5	6	7	8	9	4	3	42
Cases to Order	6	8	10	12	14	10	10	70

be
Press

Page 24

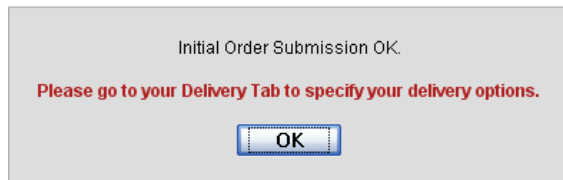
You must click the **Save** button to save your information. The system will display that it is saving the information.



To print the order, click the **Printable Version** button.

Submit Order – This button is used to submit a troop order to the service unit. You must still click this button for the service unit to know that this order is done. The system will confirm that the troop order was submitted on the screen and send you an email.

NOTE: You can only submit your order once. If you have changes after you submit, you will need to contact your service unit cookie manager.



Ordering by Individual Girls

Click on the init. order tab located on the right side of your screen

Troop 6073 Initial Order

Dashboard Contacts Settings Girls **Init. Order** Delivery Girl Orders Booth Sites Transactions Rewards Deposits GOC Org Sales Report Reports

Printable Version
Submit Order Save

Save as often as you like but Submit to your SU only Once!

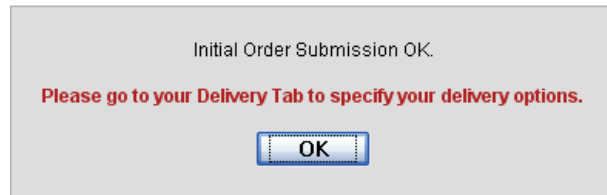
Girl	C_GOC	Sv\$M	Tre	D-S-D	Sam	RRR	Tags	TMint	T_GOC	Total	F_GOC
Becky H.	52	200	200	200	200	200	200	200	5	1457	5
Cindy W.	0	0	0	0	0	0	0	0	0	0	0
Patty W.	0	0	0	0	0	0	0	0	0	0	0
Sienna B.	0	0	0	0	0	0	0	0	0	0	0
OTHER	NA	0	0	0	0	0	0	0	NA	0	NA
BOOTH	NA	0	0	0	0	0	0	0	NA	0	NA
Cindy W.	0	0	0	0	0	0	0	0	0	0	0
Pkgs. Ordered	52	200	200	200	200	200	200	200	5	1457	5
Cases to Order		17	17	17	17	17	17	17		119	
Other+Extras-Charity	0	4	4	4	4	4	4	4	-5	23	

NOTE: Girl level ordering must be done in packages. If your council participates in the Gift of Caring or similar program with a different name, you will see that column labeled appropriately.

Click on a girl name in the list. The line will highlight. Enter the quantities in the boxes at the bottom. Tab through the line and enter the cookie quantities needed for the girl. Hit the **enter** key or the **OK** button.

NOTE: The girl order totals will include the Gift of Caring numbers, the totals at the bottom of the page, will not include the Gift of Caring numbers as the Gift of Caring column is not part of the physical order.

NOTE: You can only submit your order once. If you have changes after you submit, you will need to contact your service unit cookie manager.



Delivery Tab

The delivery tab allows you to select your cookie delivery site and time and also view your delivery information. You may or may not be required to enter information on this tab. The purpose of this tab is for a troop to be assigned to a delivery pick up site for the initial cookie order. In addition, your council may allow you to select your **PREFERRED** pick up time. See your council for specifics.

GSCTX would like troop volunteers to select a time for their Megadrop order from the drop down menu.

Troop 6073 Delivery Sheet ?

Dashboard Contacts Settings Girls Init. Order **Delivery** Girl Orders Booth Sites Transactions Rewards Deposits

Submit My Info Print

	SvSm	Tre	D-S -D	Sam	RRR	Tags	TMint	Troop Total	Pickup Total
Cases	18	19	18	20	18	21	20	134	134

Who is picking up your cookies? ☒ Someone from my Troop ☐ Some other troop (or my SU)

Will you be picking up for more than one troop? ☐ yes ☒ no # #

Please choose your Delivery Station:

Lemon Grove (673) : 01/10/2015 : 10:00am - 5:00pm ▼

Time	Line #1
10:00am	
10:10am	
10:20am	
10:30am	T6073
10:40am	
10:50am	
11:00am	

Answer the questions and select your time by clicking in the box to the right of the time. Click the **Submit My Info** button. The system will confirm your submission.

NOTE: Your council will designate which option(s) you will need to select.

A delivery confirmation page will be available as specified by your council. Click the view confirmation button.

[View Confirmation](#)

Troop 6073 Delivery Sheet

[Dashboard](#) [Contacts](#) [Settings](#) [Girls](#) [Init. Order](#) **[Delivery](#)** [Girl Orders](#) [Booth Sites](#) [Transactions](#) [Rewards](#) [Deposits](#) [GOC Org](#) [Sales Report](#) [Rej](#)

Aug 9, 2014 at 03:04PM

[Signup](#)

[Print](#)

Please print this page and bring it with you.

	Sv Sm	Tre	D-S-D	Sam	RRR	Tags	TMint	Troop Total
Your Cases	18	19	18	20	18	21	20	134

Pickup Name: Lemon Grove

Pickup Location: 123 Any St., San Diego 99999

Pickup Date: Saturday, January 10

Pickup Time: 10:30am

ESTIMATED Number of Vehicles:

(you will need ONE of the following)

- 4 Compact Cars
- 3 Standard Cars
- 2 Station Wagons
- 2 Standard Pickups
- 1 SUV/Minivan
- 1 Standard Van
- 1 Moving Van

Message from your Delivery Clerk

Check in with your Service Unit Manager

Helpful Hints



1. Bring people to help, but remember, people take up room just like cookies, so adjust the number of vehicles accordingly.

2. Every effort will be made to respect your delivery time. But sometimes it's not possible to have everyone pickup at their exact time. Please be patient. We're all here to have fun and get the cookies!

Signature

Girl Order Tab – Category Format

This tab allows you to enter by girl, additional cookie orders, booth sales packages sold, Gift of Caring pkgs and payments. You can add a comment on each row. There are two views of the girl orders. You can see a summary troop view or each girl's detail. The system defaults to the troop summary view. Your council may limit your girl transaction to not exceed the troop package total.

Troop Summary View

Troop 6073 Girl Sales Record

DashboardContactsSettingsGirlsInit. OrderDeliveryGirl OrdersBooth SitesTransactionsRewardsDepositsGOC OrgSales ReportReports

Printable Version

Record Booth SaleExport

Below are your troop sales broken down by Girl.
To view/edit a Girl's Transactions click on the appropriate row.

☐ Package Sales
☐ Financials
☐ FYI Programs

▼ Girl	C GOC	Initial	Booth	Other	T GOC	+Total	Total Due	Paid	+Bal. Due	F GOC
Becky H.	52	1400	0	0	5	1457	\$ 5828.00	\$ 0.00	\$ 5828.00	5
Cindy W.	0	179	0	0	0	179	\$ 716.00	\$ 0.00	\$ 716.00	0
Patty W.	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0
Sienna B.	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0
Girl Totals	52	1579	0	0	5	1636	\$ 6544.00	\$ 0.00	\$ 6544.00	5
Troop Order (Actual pkgs+C_GOC)						1671				
Difference						-35				

On the Troop Summary View you have three buttons.

Printable Version – click this button to print the summary view in HTML format.

Portrait / Landscape	Font Size:	Down	Up	Print
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Becky Demo Troop 6073 Girl Orders 8/9/2014 12:13 p.m.										
Girl	C GOC	Initial	Booth	Other	T GOC	Total	Total Due	Paid	Bal. Due	F GOC
Becky H.	52	1400	0	0	5	1457	\$ 5828.00	\$ 0.00	\$ 5828.00	5
Cindy W.	0	179	0	0	0	179	\$ 716.00	\$ 0.00	\$ 716.00	0
Patty W.	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0
Sienna B.	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0
Girl Totals	52	1579	0	0	5	1636	6544	0	6544	5
Troop Order (Actual pkgs+C_GOC)						1671				
Difference						-35				

Record Booth Sale – click this button takes you to the Booth Site tab so you can record booth site packages sold.- GSCTX – This Option is only available if the Service Unit Booth Coordinator approves Troop Entry of Booth Sites.
This option may not be available for your service unit.

[Record Booth Sale](#)

Troop 6073 Booth Sales ?

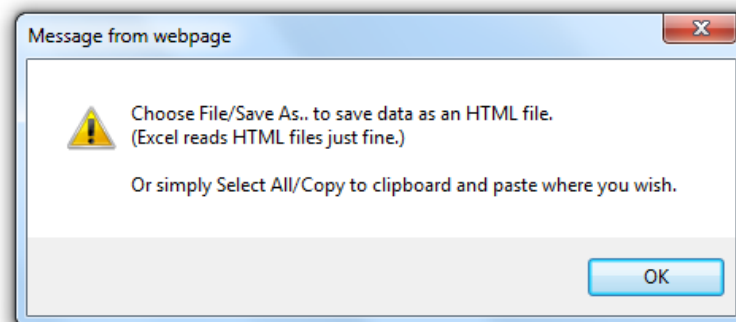
[Dashboard](#)
[Contacts](#)
[Settings](#)
[Girls](#)
[Init. Order](#)
[Delivery](#)
[Girl Orders](#)
[Booth Sites](#)
[Transactions](#)
[Rewards](#)
[Deposits](#)

Below are the currently defined Booth Sales
To view or signup for Council Troop sales chose Council Sales in the drop down.

[Record Sales](#) ▼

Walmart	Mon, Aug 4 @ 3:00pm	6650 Hembree Ln Grocery Side San Diego, CA 92101
Walmart	Thu, Mar 5 @ 3:00pm	6650 Hembree Ln Grocery Side San Diego, CA 92101

Export - click this button if you want to download this information to save as an html file or cut and paste into another program. This is available on the Troop Summary screen only.



Girl	C GOC	Initial	Booth	Other	T GOC	Total	Total Due	Paid	Bal. Due	F GOC
Becky H.	52	1400	0	0	5	1457	5828	0	5828	5
Cindy W.	0	179	0	0	0	179	716	0	716	0
Patty W.	0	0	0	0	0	0	0	0	0	0
Sienna B.	0	0	0	0	0	0	0	0	0	0
Girl Totals	52	1579	0	0	5	1636	6544	0	6544	5
Troop Order (Actual pkgs+C_GOC)	0	0	0	0	0	1671	0	0	0	0
Difference	0	0	0	0	0	-35	0	0	0	0

The troop summary view shows a total row for each girl. The girl order tab will no longer track cookies by varieties. Cookies orders are now in columns by types of sales – initial, booth and other.

Initial – These cookies were sold at initial order time and this number will match the girl's order on the initial order tab. This number is locked and cannot be changed on the girl order tab. To change this number, it must be changed on the initial order tab.

Booth – These cookies are the cookies the girls sell at the booth sites.

Other – These are additional cookies that are sold after the initial order but are not sold at a booth sale. This could include additional sales to customers, walk-about, etc.

Total – Total of cookies sold by the girl.

Total Due – This figure is calculated by taking the total cookies sold and multiplying that by the selling price to the customer.

Paid – This column will display all payments made by the girl to the troop.

Bal Due – This is the balance that is still due from the girl.

There may be additional column(s) for tracking Gift of Caring/Donation programs that are specific to your council.

The system will tell you how many cookies you have ordered through the initial order, cupboard/depot pickups, and/or troop transfers. It will then tell you the difference between what has been allocated to the girls. This will help to ensure that you allocate all the cookies received to your girls.

Girl Totals – This line shows you all the cookies that have been allocated to the girls. Your goal is to match the total number for the girl totals line to the total number for the troop order line.

Troop Order – This line shows you all the cookies the troop has received either via initial order, troop-to-troop transactions, pick-ups from the service unit and/or cupboard. These packages are ultimately what the troop is responsible to pay for. This line will update throughout the cookie sale.

Difference - This line is to help you know if you need to allocate more cookies to girls or if you have over allocated. The goal is that the total column on the Difference row will be 0 by the end of the sale. As you assign cookies to girls, the girl total line will be updated. As transactions are posted to your troop (see the transaction tab or sales report for details), the troop order line will be updated.

Girl View

Troop 6073 Girl Transactions

[Dashboard](#) |
 [Contacts](#) |
 [Settings](#) |
 [Girls](#) |
 [Init. Order](#) |
 [Delivery](#) |
[Girl Orders](#) |
 [Booth Sites](#) |
 [Transactions](#) |
 [Rewards](#) |
 [Deposits](#) |
 [GOC Org](#) |
 [Sales Report](#) |
 [Reports](#)

[Printable](#)
[Save](#)

[Add Trans.](#)
[Add Payment](#)

You may add transactions or click a previous transaction to edit.

Switch to Girl:

▼

Becky H.

[Return to Summary View](#)

Comment	Initial	C GOC	Booth	Other	T GOC	Total	Total Due	Paid	Bal. Due	F GOC
Init. Order "Locked"	1400	52	0	0	5	1457	\$ 5828.00	\$ 0.00	\$ 5828.00	5
Walmart, 08/04 @ 3:...	0	0	9	0	0	9	\$ 36.00	\$ 36.00	\$ 0.00	0
Customer Sale	0	0	0	5	0	5	\$ 20.00	\$ 20.00	\$ 0.00	0
	1400	52	9	5	5	1471	\$ 5884.00	\$ 56.00	\$ 5828.00	5

The girl view will show you the detail transactions for the girl. The first row will usually show the initial order which is locked and cannot be changed on this screen. You will need to change these numbers on the initial order tab. If the initial order tab is unavailable you would need to contact your appropriate council staff/volunteer.

Printable – This button allows you to print a listing of all the information for the girl.

Add Trans – This button allows you to add transaction(s) to the girl. You may add as many transactions as necessary. You can enter in cookie transactions, payment transactions or both in one transaction.

Add Payment – This button allows you to add only a payment. You may add as many of these transactions as necessary.

Save – This button is to save the transactions you have created. If you do not save your data, you will lose that data. You do not have to save after every transaction but must save before you leave the screen to avoid losing your data.

Switch to Girl – This allows you to enter transactions for another girl without having to always go back to the troop view. Click the dropdown arrow and select a girl name.

Return to Summary View – This link allows you to return back to the troop summary view. Any transaction entered will automatically be displayed on the summary view.

Adding Additional Cookie Orders

Click the **Add Trans** button. The line will highlight. Double-click at the bottom of the page in the comment box.

[illegible]

Adding Only Payments

[illegible]

Girl Order Tab – Varieties Format

This tab allows you to enter by girl, additional cookie orders, booth sales packages sold, all by variety, Gift of Caring pkgs and payments. You can add a comment on each row. There are two views of the girl orders. You can see a summary troop view or each girl's detail. The system defaults to the troop summary view. Your council may limit your girl transaction to not exceed the troop package total.

Troop Summary View

Troop 00123 Girl Sales Record

Dashboard | Contacts | Settings | Girls | Init. Order | Delivery | **Girl Orders** | Booth Sites | Transactions | Rewards | Deposits | GOC Org | Sales Report | Reports

Printable Version | Record Booth Sale | Export

Below are your troop sales broken down by Girl.
To view/edit a Girl's Transactions click on the appropriate row.

Package Sales
Financials
FYI Programs

Girl	C GOC	SvSm	Tre	D-S-D	Sam	RRR	Tags	TMint	T GOC	♦Total	Total Due	Paid	♦Bal. Due	F GOC
Becky H.	0	44	16	21	11	13	27	10	0	142	\$ 568.00	\$ 0.00	\$ 568.00	0
Girl Totals	0	44	16	21	11	13	27	10	0	142	\$ 568.00	\$ 0.00	\$ 568.00	0
Troop Order (Actual pkg+C_GOC)	0	48	24	24	12	24	36	12		180				0
Difference	0	-4	-8	-3	-1	-11	-9	-2		-38				0

The troop summary view shows a total row for each girl. This display shows varieties, Gift of Caring (if applicable) and financials.

On the Troop Summary View you have three buttons.

Printable Version – click this button to print the summary view in HTML format.

Portrait / Landscape Font Size: Down Up Print

Becky Demo
Troop 00123 Girl Orders
8/9/2014 12:35 p.m.

Girl	C GOC	SvSm	Tre	D-S-D	Sam	RRR	Tags	TMint	T GOC	Total	Total Due	Paid	Bal. Due	F GOC
Becky H.	0	44	16	21	11	13	27	10	0	142	\$ 568.00	\$ 0.00	\$ 568.00	0
Girl Totals	0	44	16	21	11	13	27	10	0	142	568	0	568	0
Troop Order (Actual pkg+C_GOC)	0	48	24	24	12	24	36	12		180				0
Difference	0	-4	-8	-3	-1	-11	-9	-2		-38				0

der,
;

between what has been allocated to the girls. This will help to ensure that you allocate all the cookies received to your girls.

Troop 00123 Girl Sales Record

Dashboard

Contacts

Settings

Girls

Init. Order

Delivery

Girl Orders

Booth Sites

Transactions

Rewards

Deposits

GOC Org

Sales Report

Reports

Printable Version

Record Booth Sale

Export

Below are your troop sales broken down by Girl.

To view/edit a Girl's Transactions click on the appropriate row.

Package Sales

Financials

FYI Programs

▼ Girl	C GOC	SvSm	Tre	D-S-D	Sam	RRR	Tags	TMint	T GOC	♦Total	Total Due	Paid	♦Bal. Due	F GOC
Becky H.	0	44	16	21	11	13	27	10	0	142	\$ 568.00	\$ 0.00	\$ 568.00	0
Girl Totals	0	44	16	21	11	13	27	10	0	142	\$ 568.00	\$ 0.00	\$ 568.00	0
Troop Order (Actual pks+C_GOC)	0	48	24	24	12	24	36	12		180				0
Difference	0	-4	-8	-3	-1	-11	-9	-2		-38				0

Girl Totals – This line shows you all the cookies that have been allocated to the girls. Your goal is to match the total number for the girl totals line to the total number for the troop order line.

Troop Order – This line shows you all the cookies the troop has received either via initial order, troop-to-troop transactions, pick-ups from the service unit and/or cupboard. These packages are ultimately what the troop is responsible to pay for. This line will update throughout the cookie sale.

Difference - This line is to help you know if you need to allocate more cookies to girls or if you have over allocated. The goal is that the total column on the Difference row will be 0 by the end of the sale. As you assign cookies to girls, the girl total line will be updated. As transactions are posted to your troop (see the transaction tab or sales report for details), the troop order line will be updated.

Girl View

Troop 00123 Girl Transactions															
Dashboard	Contacts	Settings	Girls	Init. Order	Delivery	Girl Orders	Booth Sites	Transactions	Rewards	Deposits	GOC Org	Sales Report	Reports		
Printable	Save	<i>You may add transactions or click a previous transaction to edit.</i>										Switch to Girl:		Becky H.	
Add Trans.	Add Payment											-----▼		Return to Summary View	
Comment	Bth	GOC	SvSm	Tre	D-S-D	Sam	RRR	Tags	TMint	T GOC	Total	Total Due	Paid	Bal. Due	F GOC
Init. Order "Locked"		0	44	16	21	11	13	27	10	0	142	\$ 568.00	\$ 0.00	\$ 568.00	0
		0	44	16	21	11	13	27	10	0	142	\$ 568.00	\$ 0.00	\$ 568.00	0

The girl view will show you the detail transactions for the girl. The first row will usually show the initial order which is locked and cannot be changed on this screen. You will need to change these numbers on the initial order tab. If the initial order tab is unavailable you would need to contact your appropriate council staff/volunteer.

The column labeled **Bth** is to designate cookies as booth cookies for reward automation if applicable in your council.

Printable – This button allows you to print a listing of all the information for the girl.

Add Trans – This button allows you to add transaction(s) to the girl. You may add as many transactions as necessary. You can enter in cookie transactions, payment transactions or both in one transaction.

Add Payment – This button allows you to add only a payment. You may add as many of these transactions as necessary.

Save – This button is to save the transactions you have created. If you do not save your data, you will lose that data. You do not have to save after every transaction but must save before you leave the screen to avoid losing your data.

Switch to Girl – This allows you to enter transactions for another girl without having to always go back to the troop view. Click the dropdown arrow and select a girl name.

Return to Summary View – This link allows you to return back to the troop summary view. Any transaction entered will automatically be displayed on the summary view.

Adding Additional Cookie Orders

Click the **Add Trans** button. The line will highlight. Double-click at the bottom of the page in the comment box.

Troop 00123 Girl Transactions

Dashboard
Contacts
Settings
Girls
Init. Order
Delivery
Girl Orders
Booth Sites
Transactions
Rewards
Deposits
GOC Org
Sales Report
Reports

Printable

Add Trans.

Save

Add Payment

You may add transactions or click a previous transaction to edit.

Switch to Girl:

▼

Becky H.

[Return to Summary View](#)

Comment	Bth	C GOC	Sv\$M	Tre	D-S-D	Sam	RRR	Tags	TMint	T GOC	Total	Total Due	Paid	Bal. Due	F GOC
Init. Order "Locked"		0	44	16	21	11	13	27	10	0	142	\$ 568.00	\$ 0.00	\$ 568.00	0
Init. Order "Init. Order"		1	2	5	2	2	2	2	2	2	11	\$ 568.00	\$ 568.00	\$ 0.00	0

In the boxes below, key in a comment and the additional cookies using the tab key to move through the columns. There is a check box for you to designate that the boxes you are entering were sold at a booth sale. This is needed if your council automates booth sale rewards to tell eBudde™ how many booth boxes were sold. You can also enter in a payment at the time of entering in the cookies. Click the Enter key to end the data entry OR click the OK button. The information will be displayed on the grid. Click the **SAVE** button to save the transaction(s).

Adding Only Payments

You may add a payment to any available line in a girl record. To enter a payment, click the **Add Payment** button. You then double-click in the paid box at the bottom of the screen. Click the Enter key to end the data entry OR click the OK button. The information will be displayed on the grid. Click the **SAVE** button to save the transaction(s).

Troop 00123 Girl Transactions

Dashboard
Contacts
Settings
Girls
Init. Order
Delivery
Girl Orders
Booth Sites
Transactions
Rewards
Deposits
GOC Org
Sales Report
Reports

Printable
Save

Switch to Girl: Becky H.

Add Trans.
Add Payment
You may add transactions or click a previous transaction to edit.
[Return to Summary View](#)

Comment	Bth	C GOC	SvSm	Tre	D-S-D	Sam	RRR	Tags	TMint	T GOC	Total	Total Due	Paid	Bal. Due	F GOC
Init. Order "Locked"		0	44	16	21	11	13	27	10	0	142	\$ 568.00	\$ 0.00	\$ 568.00	0
booth sale	√	1	0	5	0	0	0	8	0	0	14	\$ 56.00	\$ 56.00	\$ 0.00	0
		1	44	21	21	11	13	35	10	0	156	\$ 624.00	\$ 56.00	\$ 568.00	0

Girl Order Tab – Lock Transaction Option

Your council may lock the girl transactions so that you cannot over allocate packages. This means that eBudde™ will not allow more packages to be given to the girl than the troop has ordered and/or picked up from the cupboard. If you try to over allocate packages, eBudde™ will give the following message:

Troop 00123 Girl Transactions

Dashboard | Contacts | Settings | Girls | Init. Order | Delivery | **Girl Orders** | Booth Sites | Transactions | Rewards | Deposits | GOC Org | Sales Report | Reports

Printable | Save | Add Trans. | Add Payment

You may add transactions or click a previous transaction to edit.

Switch to Girl: **Becky H.** [Return to Summary View](#)

Comment	Bth	C GOC	SvSm	Tre	D-S-D	Sam	RRR	Tags	TMint	T GOC	Total	Total Due	Paid	Bal. Due	F GOC
Init. Order "Locked"		0	44	16	21	11	13	27	10	0	142	\$ 568.00	\$ 0.00	\$ 568.00	0
booth sale	✓	1	0	5	0	0	0	8	0	0	14	\$ 56.00	\$ 56.00	\$ 0.00	0
<div style="border: 1px solid red; padding: 5px; margin: 10px auto; width: 300px;"> <p>Error Detected</p> <p>You don't have enough troop inventory unassigned to record these numbers. Currently your troop order is 600 pugs. You have already assigned 597 pugs to girls. This leaves you only 3 unassigned pugs. You are trying to assign 5 pugs.</p> <p style="text-align: right;">OK</p> </div>															
booth sale	✓	1		5				8			14		56.00		OK
		1	44	21	21	11	13	35	10	0	156	\$ 624.00	\$ 56.00	\$ 568.00	0

Keep this in mind if you as a troop give boxes away. Example: If your troop initial order is 100 packages and you distribute those 100 packages to the girls; you will not get any errors. If you create a troop transaction that moves cookies from your troop to another for 2 boxes, the next time you go to any girl record, you will get the message above. The best practice is to update your girl order tab before you create your transaction to avoid errors.

Council Sponsored Booth Sales (Council Sales)

GSCTX – Not able to request booths from eBudde, they are pre-assigned.

Council sponsored booth sales are sites that are scheduled by council and open to all troops to hold a booth sale at. There may be rules to how many and when these sites can be selected. Your council will inform you of these rules.

Troop 00003 Booth Sales ?

DashboardContactsSettingsGirlsInit. OrderDeliveryGirl OrdersBooth SitesTransactionsRewardsDepositsGOC Org

Browse and signup for Council Booth Sales
Use drop down for My Sales or the Booth Sale Recorder.

Free SlotsCurrent SignupsCouncil Sales

Becky DemoGreen Branches have openings

[+] Council Booth Sales

[+] Abbeville, LA

[+] Alexandria, LA

[+] Alpine, CA

[+] Anoka, CA

[+] Arden Hills, CA

[+] Bartlett, TN

[+] Bloomington, CA

[+] All American Recreation 9129 Old Ce...
Wed Nov 19, 2014 4:00pm -- 8:00pm

[+] Blue Earth, CA

[+] Brooklyn Center, CA

[+] Burnsville, CA

[+] Cambridge, CA

[+] Charles Town, WV

[+] Collierville, CA

[+] Coon Rapids, CA

[+] Covington, TN

[+] Erath, LA

[+] Eureka, CA

[+] Eureka, CA

All American Recreation9129 Old Cedar Avenue SBloomington, CA 55425

booth will be indoors...

Choose a time slot and then Submit

To opt out click on that slot again and re-submit".

Time	Troop
4:00pm	Claimed
6:00pm	T00003

At GSCTX, Council Booth Selection occurs in early January. Service Unit Cookie Managers select and distribute Council Booths within a Service Unit. There are a limited number of Council Booths and they are distributed on a first signed up, first given basis. Any Council Booth information entered into the system is for booths that have already been assigned.

Troop Booth Signup Request (Optional)

Council may allow troops to request personal booth sites through eBudde™. eBudde™ has a process for approving/denying requests and you can see the status of your request once submitted.

GSCTX - THIS IS ONE WAY TROOPS CAN GET THEIR BOOTHS ON THE COOKIE LOCATOR.

- Once you have been assigned a booth by your Service Unit Booth Manager, enter the booth information in the Troop Booth Signup Request
- Service Unit Booth Managers will approve your booth for placement on the Cookie Locator
- The Cookie Locator is available via app, GSUSA website, and GSCTX website --- You definitely want your booths on this app.

Troop 6073 Booth Sales

DashboardContactsSettingsGirlsInit. OrderDeliveryGirl OrdersBooth SitesTransactionsRewardsDepositsGOC OrgSales ReportReports

Below are the currently defined Booth Sales
To view or signup for Council Troop sales chose Council Sales in the drop down.

My Sales

Troop 6073 Sales

Green=Approved Orange=Denied

[-] My Booth Sales (click me) (add a Location)

Becky's Pizza Parlor 1231 Upas St.,
-Thu Oct 25, 2012 3:00pm -- 5:00pm

Business Name:

Location and Contact Info. [Map](#)

Addr:

Addr2:

City:

ST:

Zip:

Contact:

Phone:

eMail:

Format: 10/25/2011 for dates 9:00am for times.

Sale Date:

Start:

Approval

End:

Requested: undefined

Reason for approval/denial:

Add

Cancel

Use the dropdown to select the **My Sales** option. Click on the text of Add a Location. A window on the right will be displayed so you can enter the information necessary. Click **Add** once all the information is entered.

The system will display a confirmation window. Your request is in a **Pending** status until reviewed. It will be approved or denied by an authorized council designated person.

Business Name: Becky's Pizza Parlor

Location and Contact Info. [Map](#)

Addr: 123 parlor drive Addr2:

City: San Diego ST: CA Zip: 92105

Contact: Phone:

eMail:

Format: 10/25/2011 for dates 9:00am for times

On the left, the color-coding helps identify the status of the request.

Blue location indicates that the request is pending

Green location indicates that the request has been approved

Orange location indicates that the request has been denied

You can also look over to the right and view the status in the box labeled **Approval**.

You also can view any messaging on approval/denial process.

Troop 6073 Booth Sales

DashboardContactsSettingsGirlsInit. OrderDeliveryGirl OrdersBooth SitesTransactionsRewardsDepositsGOC OrgSales ReportReports

Below are the currently defined Booth Sales
To view or signup for Council Troop sales chose Council Sales in the drop down.

My Sales

Troop 6073 Sales

Green=Approved Orange=Denied

[-] My Booth Sales (click me)

add a Location

Becky's Pizza Parlor 1231 Upas St.,
-Thu Oct 25, 2012 3:00pm - 5:00pm

Business Name:

Location and Contact Info. [Map](#)

Addr1:

Addr2:

City:

ST:

Zip:

Contact:

Phone:

eMail:

Format: 10/25/2011 for dates 9:00am for times.

Sale Date:

Start:

Approval

End:

Requested: undefined

Reason for approval/denial:

AddCancel

As a council option, troops may be able to delete their request at any time. If the council does not select this option, you can delete your booth ONLY if the request is pending. If your council has not selected the option to allow you to delete your booth request, and you need to have it deleted, contact your council or volunteer. --- GSCTX will allow you to delete your requests.

Troop 60773 Booth Sales ?

Dashboard Contacts Settings Girls Init. Order Delivery Girl Orders **Booth Sites** Transactions Rewards Deposits GOC

Below are the currently defined Booth Sales

To view or signup for Council Troop sales chose Council Sales in the drop down.

My Sales ▼

Troop 60773 Sales Green=Approved Orange=Denied

[-] My Booth Sales [\(add a Location\)](#)

Becky's Pizza Parlor 1231 Upas St.,...

—Wed Jun 12, 2013 3:00pm – 8:00pm

Becky's Pizza Parlor 123 Any St., S...

—Mon Jan 7, 2013 6:00pm – 8:28pm

Becky's Pizza Parlor 123 any st, san diego

—Fri Oct 25, 2013 8:00am – 5:00pm

Ability to delete is at council discretion

Business Name: Becky's Pizza Parlor

Location and Contact Info. [Map](#)

Addr: 123 any st Addr2:

City: san diego ST: CA Zip: 99999

Contact: Phone:

eMail:

Format: 10/25/2011 for dates 9:00am for times.

Sale Date: 10/25/2013 Start: 8:00am Approval
End: 5:00pm Denied ▼

Reason for approval/denial:

it is denied

Delete

Cancel

Record Sales (Optional)

A troop can record their booth site sales. The troop records total packages sold and then can distribute those packages to the girls. You can record sales for both council sites and troop requested sites.

The screenshot shows the 'Troop 6073 Booth Sales' interface. At the top, there is a navigation bar with tabs: Dashboard, Contacts, Settings, Girls, Init. Order, Delivery, Girl Orders, **Booth Sites**, Transactions, Incentives, Deposits, and Sales Report. Below the navigation bar, there is a section titled 'Browse and signup for Council Booth Sales' with a subtext 'Use drop down for My Sales or the Booth Sale Recorder.' To the right of this text are two buttons: 'Free Slots' and 'Current Signups'. On the left, there is a list of council booth sales for 'Becky Demo Council', which includes a link to 'Green Branches have openings' and a list of locations: [-] Council Booth Sales, [+] El Cajon, CA, [+] Lemon Grove, CA, and [+] San Diego, CA. On the right, there is a dropdown menu with the following options: Council Sales (selected), Council Sales, My Sales, and Record Sales.

Select **Record Sales** from the dropdown list. The system will display the booth sites that the troop has signed up for. Sales are listed in chronological order, oldest to newest. If you have recorded sales for a booth site, it will appear gray in the list. You can still open and edit if necessary.

The screenshot shows the 'Troop 6073 Booth Sales' interface with the 'Record Sales' dropdown menu open. The navigation bar is the same as in the previous screenshot. Below the navigation bar, there is a section titled 'Below are the currently defined Booth Sales' with a subtext 'To view or signup for Council Troop sales chose Council Sales in the drop down.' To the right of this text is a button labeled 'Record Sales' with a dropdown arrow. Below this, there is a table with two rows of booth sales data.

Walmart Mon, Aug 4 @ 3:00pm	6650 Hembree Ln Grocery Side San Diego, CA 92101
Walmart Thu, Mar 5 @ 3:00pm	6650 Hembree Ln Grocery Side San Diego, CA 92101

Recording Booth Sites – Category Format

Click the booth site that you want to record sales against. You will be required to enter the total packages sold at the booth site by variety for the troop. eBudde™ will calculate the monies collected.

eBudde™ allows you to distribute the cookies among the girls attending the booth site. eBudde™ will assume all girls have attended by checking the box next to their name. If there is a girl that did not attend, uncheck the box next to her name.

You may key in the packages sold for each girl or let eBudde™ automatically evenly distribute those boxes. If you want it done by eBudde™, be sure the appropriate girls are checked and click the **Distribute** button.

Once you have completed all the data entry, click the **Submit Sale** button. eBudde™ will create a transaction record on the girl order tab for each girl that you have checked.

If you need to make changes, you will not be able to make those changes on the girl order tab, you will need to go to the booth site tab for any changes.

Troop 6073 Booth Sales ?

DashboardContactsSettingsGirlsInit. OrderDeliveryGirl OrdersBooth SitesTransactionsRewardsDepositsGOC OrgSales

Below are the currently defined Booth Sales
To view or signup for Council Troop sales chose Council Sales in the drop down.

Record Sales ▼

Walmart Mon, Aug 4 @ 3:00pm

6650 Hembree Ln
Grocery Side
San Diego, CA 92101

DistributeSubmit Sale

SvSm	Tre	D-S-D	Sam	Tags	TMint	RRR	Tot Pkgs	C_GOC	T_GOC	Sold	Rec.	F_GOC
5	5	5	5	5	5	5	35	1	0	36	\$144.00	0

Pkgs	C_GOC	T_GOC	F_GOC	Girl	Pkgs	C_GOC	T_GOC	F_GOC	Girl
9	0	0	0	<input checked="" type="checkbox"/> Becky Harrigan	9	0	0	0	<input checked="" type="checkbox"/> Patty Wright
8	1	0	0	<input checked="" type="checkbox"/> Cindy Wright	9	0	0	0	<input checked="" type="checkbox"/> Sienna Brown

Troop 6073 Girl Transactions

DashboardContactsSettingsGirlsInit. OrderDeliveryGirl OrdersBooth SitesTransactionsRewardsDepositsGOC OrgSales ReportReports

PrintableSave

Add Trans.Add Payment

You may add transactions or click a previous transaction to edit.

Switch to Girl: Cindy W.
Return to Summary View

Comment	Initial	C GOC	Booth	Other	T GOC	Total	Total Due	Paid	Bal. Due	F GOC
Init. Order *Locked*	179	0	0	0	0	179	\$ 716.00	\$ 0.00	\$ 716.00	0
Walmart, 08/04 @ 3:...	0	1	8	0	0	9	\$ 36.00	\$ 36.00	\$ 0.00	0

Click the booth site that you want to record sales against. You will be required to enter the total packages sold at the booth site by variety for the troop. eBuddle™ will calculate the monies collected.

You may key in the packages sold for each girl or let eBudde™ automatically evenly distribute those boxes. If you want it done by eBudde™, be sure the appropriate girls are checked and click the **Distribute** button.

If you need to make changes, you will not be able to make those changes on the girl order tab, you will need to go to the booth site tab for any changes.

Page 47

The troop transaction tab is a listing of all cookies ordered, additional cookie pickups, and troop-to-troop transfers (council option). Your council will instruct you on what transactions you are allowed to make. If you do not have an **Add a Transaction** button, you are not allowed to do any data entry on the transaction tab.

Initial Order Transaction

The initial order transaction will show up once you submit your order to the service unit. It will have receipt # of (Init. Del.) . It will always be locked to changes. If it is not correct, see your council who can adjust appropriately.

The transactions tab will also list cookie transactions from any other source that the council has available.

Troops can now place pending cookie orders to service units and/or cupboards. The status of the order will display in the **Pending** column

The inventory balance located at the bottom of the screen is a tool for the troop cookie person to know what cookies they are responsible for.

Navigating the Transaction Form

•Receipt	•Pending	•Type	▲Date	•2nd Party	Pickup	SvSm	Tre	D-S-D	Sam	RRR	Tags	TMint	Total
----------	----------	-------	-------	------------	--------	------	-----	-------	-----	-----	------	-------	-------

The columns listed from left to right are as follows:

Receipt # - This is the receipt code of the transaction

Pending – This shows if the order is pending.

Type – A reference for your council

Date – This is the date of the transaction

2nd Party – This is whom the cookies are going to or coming from

SvSm– Savannah Smiles

Tre – Trefoils

D-S-D – Do-Si-Dos

Sam – Samoas

RRR - Rah Rah

Tag – Tagalongs

TMints – Thin Mints

Total – Total of all varieties

You will notice that there is a sign before each of the column headers. This allows you to sort the records in whatever order you prefer. The system default is by date.

Clicking on the sign will activate, deactivate or change the sort type

▼ Sort from smaller or earliest to larger or latest

▲ Sort from larger or latest to smaller or earliest

► Not sorted by this column

Column Filter – The column filter allows you to search and selectively display by any of the columns available. The default is **No Filter**. This will display all transactions. You use the drop down box to select your search/display column. In the **Low and High** boxes you enter the range that you want to see displayed on the page. Tab through the boxes and **hit tab** after entering the information in the High box.

Page: 08/09 - 07/28 ▼

Page: 08/10 - 06/11 ▼

08/10 - 06/11

06/10 - 06/10

Page – the transaction tab is displayed in pages. There are 15 rows to a page which may require using the scroll bar to the right to see all rows. You will see the most recent page of transactions. To see past transactions, click the dropdown next to the label **Page**. Select the appropriate date range. The system will refresh and you will see that page. . The range currently displays date. That is the default. If you select a different sort like receipt number, the range will change to display receipt numbers.

Create a product transaction

To create an inventory transaction, left-click the **Add a Transaction** button. The system will display a product transaction form.

Variety	Cases	Pkgs
Savannah Smiles	0	0
Trefoils	0	0
Do-Si-Dos	0	0
Samoas	0	0
Rah Rah Raisin	0	0
Tagalongs	0	0
Thin Mints	0 = 0	0 = 0

Date – enter the date of the transaction. The system will default to the current date or the previously keyed date

Pickup – You can specify a preferred pickup date and time.

Receipt : - this is a fifteen character alphanumeric field that you may use for reference to the transaction. **NOTE: This box cannot be left blank. eBudde™ will default to an automated number. If you need to key your own receipt number, you can override just by keying in the box. If you key in the box by mistake, click the # button to have eBudde™ create a receipt number for you.** The status of the receipt is determined by councils. Councils can choose to have it totally locked, locked upon saving or open for edits.

Type – Select type of transaction.

Normal – Transaction with no specific designation

Booth – Transaction is for a booth sale

Adjustment – Transaction type for corrections **(This option available at council discretion)**

Return – Transaction for return of cookies **(This option available at council discretion)** **Check Service Unit Rules on Returns. Most do not allow returns after the first two weeks of sales.**

Reorder – Cupboard transaction for additional cookies **(This option available at council discretion)**

Second Party: - this refers to the other party that is getting/giving the cookies. Is the transaction you wish to enter with a cupboard, another service unit or a troop? You


would select it by clicking the drop down or typing in the first letter. You then enter the number of the second party – troop number, service unit number, cupboard number.

Product Movement: You have two options. Remove Product or Add Product - If cookies are being added to your troop, click Add Product. If cookies are being removed from your troop, click Remove product.

Enter the quantities of product in either cases, packages or both. The system will total the information for you so you can verify accuracy.

Contact Info (optional) – This is for you to provide contact information so the other party has this information if needed.

Contact Info – This information allows the other party to contact you if needed. eBudde™ will pre-fill this information with your contact information.

 The add more button allows you to create multiple transactions by going to an entry form immediately. Click or press the spacebar on this button to activate.

Left-click **Okay** to save the transaction. Left-click **Cancel** to leave the form without saving.

You then must click **Save** to save the transaction(s) entered. The system will warn you if you do not save the worksheet as your data will not be saved.

Save and Print – This button has two functions. It will print a receipt **AND** save the transaction. This button replaces the **Receipt** button. The receipt button only printed the receipt and did not save the transaction unless you clicked the save button on the summary grid.

Create a Pending Order Request for a Cupboard (Optional)

A troop can create a pending cookie order request for a cupboard on the transaction tab. If your council has this option available, the order is created automatically if the following options are selected on the product transaction form:

Second Party: Cupboard is selected and a cupboard number is entered

Product Movement: Add is selected

When you click Okay and the transaction is displayed on the grid, you will see a yes under the pending column.

The transaction may be locked immediately or your cupboard will lock the transaction appropriately according to council's process. Your council will advise the locking timing.

Cookie Transaction

Date: 2014-07-28

Pickup:

Receipt: THI000 #

Type: Normal

2nd Party: Cupboard

Lemon Grove (100)

Variety	Cases	Pkgs
Savannah Smiles	0	0
Trefoils	0	0
Do-Si-Dos	0	0
Samoas	0	0
Rah Rah Raisin	0	0
Tagalongs	1	0
Thin Mints	1 = 2	0 = 0

Product Movement

Add Product

Contact Info

Becky Harrigan
beckydemo@lbb.com
123 Any StreetSan
Diego

Print

Okay

Cancel

Rewards Tab

There are two methods of entering in rewards. The rewards tab is for troops placing a compiled troop reward order. You may also create reward orders by girl.

Troop Reward Order

Troop 6073 Troop Rewards

Dashboard Contacts Settings Girls Init. Order Delivery Girl Orders Booth Sites Transactions **Rewards** Deposits GOC Org Sales Report Reports

Troop Rewards Order Forms

Initial Rewards Order [View](#) [Fill Out](#) [Girl Rpt](#)

Final Rewards Order [View](#) [Fill Out](#) [Girl Rpt](#)

NOTE: The Initial Rewards Order option may not be available. This is an option that can be selected by your council.

For this example we will be working with the Final Rewards Order. The **View** button allows you to see the rewards order. The **Fill Out** button is for entering the troop order.

Click the **Fill Out** button. The system will display all the rewards available for selection.

Troop 6720 Final Rewards Order

Dashboard Contacts Settings Girls Init. Order Delivery Girl Orders Booth Sites Transactions **Rewards** Deposits GOC Org Sales Report Reports

Below is your current final reward order.

TROOP ORDER:

Box Level	Quantity	Incentive
25	<input type="text" value="5"/>	2009 Patch
100	<input type="text" value="5"/>	Beach Towel
250	0	Eco Ellie Classic Tee <input type="text" value="3"/> YS <input type="text" value="1"/> YM <input type="text" value="0"/> YL <input type="text" value="0"/> AS
500	<input type="text" value="1"/>	Eco Ellie 18" Stuffed Animal

[Cancel](#) [Submit Incentive Order](#)

Enter in the quantities for the troop reward order. Tab through the boxes. Click the **Submit Reward Order** to submit the order to the service unit. Click the **Return to Report List** button to return to the previous screen.

Individual Girl Reward Order

The eBudde™ system automatically will calculate the girl orders based on their boxes sold under the Girl Orders tab. The only thing you will have to do is enter sizes (if appropriate), verify totals and submit your order.



NOTE: The Initial Rewards Order option may not be available. This is an option that can be selected by your council.

For this example we will be working with the Final Rewards Order. The **View** button allows you to see the rewards order. The **Fill Out** button is for entering the girl and troop order.



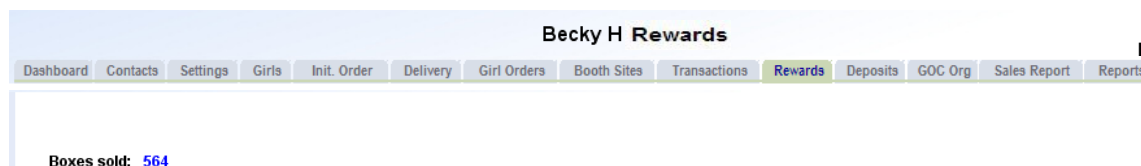
GIRL ORDERS:

Edit All	
Aaliyah A.	receives 0 rewards (size/catalog selection needed)
Abigail L.	receives 0 rewards (size/catalog selection needed)
Anessia G.	receives 0 rewards (size/catalog selection needed)
Arabella B.	receives 0 rewards (size/catalog selection needed)
Bailey M.	receives 0 rewards (size/catalog selection needed)
Beth P.	receives 0 rewards (size/catalog selection needed)
Carissa W.	receives 0 rewards (size/catalog selection needed)
Cecilia R.	receives 0 rewards (size/catalog selection needed)

If you need to enter information for a girl order, the system will tell you. eBudde™ will point that out to you by highlighting a message in red saying (size/catalog selection needed). Once you have submitted the girl's order, eBudde™ will display the message in green. (size/catalog selection done).

You can now edit all girl orders at the same time or click each girl individually. To update a specific girl you:

Click the girl's name.



The girl screen will vary based on your council reward program. There may be more/less levels. There may be choices to pick one item over another. See your council for specifics on your reward program.

Enter the size for the t-shirt. Click the **Submit Girl Order** button. If you do not want to submit the girl order, click the **Cancel** button.

The system will now remind you to submit your troop order after submitting a girl order. There will be messaging displayed for you as a reminder.

Troop 6073 Final Rewards Order

[Dashboard](#) [Contacts](#) [Settings](#) [Girls](#) [Init. Order](#) [Delivery](#) [Girl Orders](#) [Booth Sites](#) [Transactions](#) [Rewards](#) [Deposits](#) [GOC Org](#) [Sales Report](#) [Reports](#)

Warning: Don't forget to submit your troop order if it's now ready!

Use the form below to fill out your final reward order.
 Click on a girl id at the top to edit a girl's reward order.

GIRL ORDERS:

[Edit All](#)

[Cindy W.](#) receives 6 rewards (size/catalog selection done)

[Patty W.](#) receives 2 rewards (size/catalog selection needed)

When you click the Edit All link, eBudde™ will display all the girls in the troop and their boxes sold and t-shirt sizes. It will then list the rewards the girl has earned. If there are choices or sizes, you will select all those selections for all the girls before you submit.

All Girl Rewards

[Dashboard](#) [Contacts](#) [Settings](#) [Girls](#) [Init. Order](#) [Delivery](#) [Girl Orders](#) [Booth Sites](#) [Transactions](#) [Rewards](#) [Deposits](#) [GOC Org](#) [Sales Report](#) [Reports](#)

Get: [Aalyah Avery](#)

Boxes sold: **133**

Box Level	Incentive
100	100 Package Level (pick 1) <input type="checkbox"/> \$30 Cookie Dough Pkg \$30 Cookie Dough Themed Participation Patch <input type="checkbox"/> Shoe Pencil Case Package Shoe Pencil Case Themed Participation Patch Wall Fabric Peace Sign

Once you have updated all the girl rewards and submitted, eBudde™ will show that the selections were completed.

Troop 6073a Final Reward Order ?

[Dashboard](#)
[Contacts](#)
[Settings](#)
[Girls](#)
[Init. Order](#)
[Delivery](#)
[Girl Orders](#)
[Booth Sites](#)
[Transactions](#)
[Rewards](#)
[Deposits](#)

Use the form below to fill out your final reward order.
Click on a girl id at the top to edit a girl's reward order.

GIRL ORDERS:

[Edit All](#)

[Becky H.](#) receives 21 rewards (size/catalog selection done)

[Cynthia W.](#) receives 24 rewards (size/catalog selection done)

[Patty W.](#) receives 6 rewards (size/catalog selection done)

Once all the girl reward orders have been updated, review your troop order total. You may need to enter additional quantities for items that are not automated. In the example below, you would need to enter a quantity in the box labeled GOC Patch. Once you have entered that number, you will click the **Submit Reward Order** button to submit your order to your service unit.

Troop 6073 Final Rewards Order

[Dashboard](#)
[Contacts](#)
[Settings](#)
[Girls](#)
[Init. Order](#)
[Delivery](#)
[Girl Orders](#)
[Booth Sites](#)
[Transactions](#)
[Rewards](#)
[Deposits](#)
[GOC Org](#)
[Sales Report](#)
[Reports](#)

Use the form below to fill out your final reward order.
Click on a girl id at the top to edit a girl's reward order.

GIRL ORDERS:

[Becky H.](#) receives 5 incentives (size/catalog selection done)

[Patty W.](#) receives 0 incentives

TROOP ORDER:

Box Level	Quantity	Incentive
150	1	Beanie Cap
400	1	Doodle Pad Photo Frame
200	1	bar patch (pick 1)
		1 200+ Bar Patch
		0 400+ Bar Patch
		0 Global Splash Fashion Tee
		0 YS
		0 YM
		0 AS
		0 AM
	1	Cookie Dough
300	1	Hair/Bath Towel Set for Small Panda
0	<input type="text" value="0"/>	GOC Patch

[Cancel](#)
[Submit Incentive Order](#)

unit.
d by

Deposits

GSCTX Does not use the Deposits portion of eBudde.

Money received can be tracked in the girl order tab.

The screenshot shows the eBudde web application interface. The main title is "Troop 9999 Girl Sales Record". The page is divided into several sections:

- Navigation:** Includes tabs for Dashboard, Contacts, Settings, Girls, Init. Order, Delivery, Girl Orders (selected), Booth Sites, Transactions, Rewards, Deposits, Sales Report, and Reports.
- Left Sidebar:** Contains navigation links for Council, Cupboard, Delivery, Areas, Ser. Units, and Troops.
- Main Content Area:** Displays a table of sales data for various girls. The table has columns for Girl, Op Ck, SvSm, Tre, D-S-D, Sam, Tags, TMint, +Total, Total Due, Paid, +Bal. Due, and Hero.

The table data is as follows:

Girl	Op Ck	SvSm	Tre	D-S-D	Sam	Tags	TMint	+Total	Total Due	Paid	+Bal. Due	Hero
Betty B.	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0
Fake G.	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0
Girl Totals	0	0	0	0	0	0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	0
Troop Order (Actual pgs+Op Ck)	0	24	0	0	0	0	0	24				0
Difference	0	-24	0	0	0	0	0	-24				0

A red arrow points to the "Paid" column for the "Fake G." row.

GOC Org. Tab

The GOC Org. tab is where you record the organizations that you have donated your troop donation boxes recorded in the initial order and/or girl order tab.

Dashboard	Contacts	Settings	Girls	Init. Order	Delivery	Girl Orders	Booth Sites	Transactions	Rewards	Deposits	GOC Org	Sales Report	Reports
-----------	----------	----------	-------	-------------	----------	-------------	-------------	--------------	---------	----------	----------------	--------------	---------

GOC Organizations

Organization			Contact		Sales
Name:	<input type="text"/>		Name:	<input type="text"/>	Pkgs Donated: <input type="text"/>
Addr:	<input type="text"/>		Phone:	<input type="text"/>	
City:	<input type="text"/>	ST: <input type="text"/>	Zip:	<input type="text"/>	email: <input type="text"/>
<div>Update</div>					

Enter in organizational information and click update. eBudde™ will then provide additional data entry for as many organizations as you need to enter.

Sales Report

The sales report reflects all transactions for the troop in the system. It includes the initial order, any additional orders, deposits and the calculation for troop profit, council monies and balance due. Gift of Caring/Donation cookies will automatically populate on the sales report from the girl order tab.

We have now secured the display of the bank account and routing numbers. These numbers will be hashed out as a default. Council can designate specific users that may see the full numbers.

Troop 6073 Sales Report

Dashboard Contacts Settings Girls Init. Order Delivery Girl Orders Booth Sites Transactions Rewards Deposits GOC Org **Sales Report** Reports

Council Becky Testing Council, Troop 6073 Sales Report

zz aa

email: zz@aa.com
 Phone:
 Cell:

xx y

email: xx@y.com
 Phone:
 Cell:

Contact #3's info has not been updated.
 email: bsurv@lbb.com
 Phone:
 Cell:

Pkg price: 3.50 Case price: 42.00
Trp Proceeds Rate: 0.550 No Incv Proceeds: 0.000
Tiered Rate: 0.050 Tiered Proceeds: 16.45

Bank Name: nifcu
Routing No.: XXXXX6789 **Acct No.:** XXXXX6789

Girls Selling: 2
Girls Reg.: 3
Init. Girls Sellg: 2
Level: DAISY
SU Name: Becky
SU Number: 99999
Sales Goal: 500
PGA Selling: 164.5000
PGA Registered: 109.6667
Initial PGA: 158.5000
F_GOC Pkgs: 0
T_GOC Pkgs: 13

Pkgs Received			
	Initial Order	---	300
07/06	C707	12345	12
	C_GOC pkgs.		17
Total Pkgs Received			329

Deposits Made		
Date	Reference	Amount
Total Deposits		\$ 0.00

Total Troop Sales	\$ 1,151.50
Troop Proceeds	- \$ 197.40
Council Proceeds	\$ 954.10

Council Proceeds	\$ 954.10
Deposits Made	- \$ 0.00
Amount You Owe Council	\$ 954.10

Signature: _____

Reports

The reports tab allows troops to run two information reports. The cupboard report will list all open cupboards and their location/hours of operation. The delivery station report lists the delivery site information including address and contact information. The delivery report will only display sites available to the troop.

Reports are now in XLSX format.

Troop 6073 Reports

DashboardContactsSettingsGirlsInit. OrderDeliveryGirl OrdersBooth SitesTransactionsRewardsD

Troop 6073: Reports

Cupboard Information Reports ▲

CupboardsXLSXPDF

Delivery Station Information Reports ▲

Delivery StationsXLSXPDF

#6073 Cupboard List										
Becky Demo										
Jul 27, 2013 at 03:11PM										
Name	Number	Address	Address2	City	State	Zip	Home Phone	Work Phone	Cell Phone	Hours Of Operation
101	101	6614 Charlene Ave.		San Diego	CA	92114				Saturday - 8am - 5pm
Becky's House	2T	1231 Upas St.		San Diego	CA	92103	619-555-5555	619-555-5555	619-555-5555	Saturday - 8am - 5pm
Hunters Ridge	792									
import try out	100									

#10002 Delivery List										
Becky Demo										
Jul 27, 2013 at 02:19PM										
Name	Number	Address	Address2	City	State	Zip	Home Phone	Work Phone	Cell Phone	
AppleValleyFRI-Ln1	648	13000 Zoo Blvd		Apple Valley	CA	95124				
AppleValleyFRI-Ln2	649	13000 Zoo Blvd		Apple Valley	CA	95124				
AustinTHU	640	101 Maple Ave		Austin	CA	95912				
BaldwinTHU(new)	645	1350 Florence St		Baldwin	CA	54002				
BalsamLakeWED	630	507 Main St		Balsam Lake	CA	54810				
BlaineFRI2/1	650	8271 W 35W Service Dr NE		Blaine	CA	95449				
BlaineSAT1/26-Ln1	601	8271 W 35W Service Dr NE		Blaine	CA	95449				

Appendix A – Gift of Caring Screen Shots

There are three different types of Gift of Caring – Council, Troop and FYI. These columns are optional. See your council manual for detail information.

Any columns on the initial order tab will show on the girl order tab. However, there may be columns just on the girl order tab that are not on the initial order tab. The acronyms are council specific. The screen shots below are just an example.

Location and Specifications for the Initial Order Screen -

Operation Cookie (Op. Ck) – This column will show on the far left column before the Savannah Smiles variety. The cookies in this column are not ordered. However, the quantity for these cookies will be part of the total boxes sold for the girl and will be added to the financial dollars.

Helping Hero (HH) – This column will show to the far right of the screen after the total column. This is an informational column only. These cookies will **NOT** be part of the total boxes sold by the girl. The expectation is that the actual cookies have been ordered by variety and this is just to inform the council how many of these cookies are Gift of Caring.

Initial Order Screen

[illegible]

Girl Order Tab – Category View

[illegible]

Girl Order Tab – Variety View

Troop 6330 Girl Sales Record

DashboardContactsSettingsGirlsInit. OrderDeliveryGirl OrdersBooth SitesTransactionsRewardsDepositsGOC OrgSales ReportReports

Printable Version

Record Booth SaleExport

Below are your troop sales broken down by Girl.
To view/edit a Girl's Transactions click on the appropriate row.

☐ Package Sales
☐ Financials
☐ FYI Programs

▼ Girl	C GOC	SvSm	Tre	D-S-D	Sam	RRR	Tags	TMint	+Total	Total Due	Paid	+Bal. Due
Sandra B.	0	2	2	4	2	1	2	3	16	\$ 64.00	\$ 64.00	\$ 0.00
Sydney C.	0	2	3	3	2	1	1	4	16	\$ 64.00	\$ 64.00	\$ 0.00
Girl Totals	0	4	5	7	4	2	3	7	32	\$ 128.00	\$ 128.00	\$ 0.00
Troop Order (Actual pkgs=C_GOC)	0	72	96	120	144	120	168	120	840			
Difference	0	-68	-91	-113	-140	-118	-165	-113	-808			

Initial Order Tab

Troop 00123 Initial Order

Dashboard
Contacts
Settings
Girls
Init Order
Delivery
Girl Orders
Booth Sites
Transactions
Rewards
Deposits
GOC Org
Sales Report
Reports

Printable Version

Submit Order

Save as often as you like but Submit to your SU only Once!

Girl	SvSm	Tre	D-S-D	Sam	RRR	Tags	TMint	Total	F_GOC
Becky H.	44	16	21	11	10	13	27	142	0
OTHER	0	0	0	0	0	0	0	0	NA
BOOTH	0	0	0	0	0	0	0	0	NA
Pkgs. Ordered	44	16	21	11	10	13	27	142	0
Cases to Order	4	2	2	1	1	2	3	15	
Other+Extras-Charity	0	4	8	3	1	2	11	9	38

Girl Order Tab – Category View

[illegible]

Troops can enter Booth Information into eBudde, and Service Unit Booth Managers can approve it:

1. Troops will have a "Booth Sites" tab in eBudde
2. After the booth draws, have each Troop input the booths that they were given into the Booth Site information page.
3. Service Unit Booth Managers will have to approve the booths before they

Troop 12 Booth Sales

Dashboard | Contacts | Settings | Girls | Init. Order | Delivery | Girl Orders | Booth Sites | Transactions | Rewards | Deposits | Sales

Below are the currently defined Booth Sales
To view or signup for Council Troop sales chose Council Sales in the drop down.

Council Sales
My Sales
Record Sales

Troop 12 Sales
Green=Approved Orange=Denied
My Booth Sales (click me) [add a Location](#)

Business Name:

Location and Contact Info. [Map](#)

Address: Address2:
City: ST: Zip:
Contact: Phone:
eMail:
Format: 10/25/2011 for dates 9:00am for times.
Sale Date: Start: End: Approval
Requested: undefined
Reason for approval/denial:

Add Cancel

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